

**U.S. EMBASSY NEW DELHI PUBLIC AFFAIRS SECTION COOPERATIVE AGREEMENT
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U.S. Public Affairs Section Cooperative Agreement

Funding Opportunity Title: NDRPF14-10:

Leadership and Mentoring Program for US Exchange Alumni

CFDA Number: 19.040 Public Diplomacy Program

Date Opened: 8/14/2014

Contact: Grant Applications Manager, U.S. Embassy New Delhi

Email: ND_GrantApplications@state.gov

Application Deadline:	8/28/2014	12:00 midnight Washington, DC (EDT)
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Section I. Funding Opportunity Description

The Public Affairs Section (PAS) of the U.S. Embassy, New Delhi, is soliciting proposals for a cooperative agreement that meets the specifications stated in Section II from non-governmental organizations and other legally-recognized non-profit institutions that meet Indian and U.S. technical and legal requirements to develop and implement public diplomacy programs as specified by Section II below. Information about the Public Affairs Section (PAS) can be found at:

<http://newdelhi.usembassy.gov/activities.html>

Section II. Leadership and Mentoring Program for US Exchange Alumni

Background and Context:

To foster greater global understanding of the United States, each year, the U.S. Department of State sponsors cultural and educational exchange visits to the U.S. for students and young professionals from India. Approximately eighty young Indian students between the ages of 17 and 25 visit the U.S. on exchange programs such as the Kennedy-Lugar Youth Exchange and Study program (YES), the Community College Initiative Program (CCIP), Study of the United States Institutes for Student Leaders (SUSI), and the Near East and South Asia Undergraduate Program (NESA-UGrad). Many of these programs, especially YES and CCIP, are targeted at high school and undergraduate students from traditionally disadvantaged and underrepresented sectors.

The young exchange participants return to India often with greater self-confidence, initiative and motivation. It is important to engage young alumni to enhance their leadership and communication skills, in an effort to boost the number of international leaders and strengthen India's regional role.

Program Objectives

With this program, PAS aims to ensure that the alumni have the necessary skills and networks for taking on more active regional and global roles.

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The recipient organization would work with PAS Delhi to develop a framework for the leadership and mentoring workshops, to be conducted with young exchange alumni aged 18-25 years in 20 Indian locations. In order to mold future voters and leaders of tomorrow, the program will develop the skill-building workshops as a stepping-stone towards a longer mentoring program. The program objectives are as follows:

- To help the young alumni develop their communication, learning, and leadership skills; through tools and activities that help them become not only more self-aware, but also more conscious of the role that they can play in the region.
- To facilitate the identification of global issues and develop an action project on issues of the alumni's choice to be implemented after the workshops.
- To pair the young alumni with mentors from a pool of older exchange alumni, who will guide them in implementing the action project over the course of three months.

Recipient's Role

The recipient will be responsible for the following components of the program:

- To design and implement the leadership development workshops which meet the above objectives, in consultation with PAS Delhi.
- To formulate a strategy to identify mentors from a pool of older exchange alumni and to pair them with their mentees, in consultation with PAS Delhi staff.
- To design and implement a mentoring program, including mentoring tools if needed, through which the mentors will guide the mentees to implement their action projects over the course of three months.
- To arrange all the logistics for the program, including, but not limited to the following: making arrangements for participant travel by road/rail/plane (economy airfare), boarding and lodging, and local transportation; and reimbursing any travel costs.
- To publicize the program activities and outcomes on social and print media, including through a dedicated blog.
- To take detailed feedback from the workshop participants during and upon completion of program.
- To complete and submit program reports as advised by PAS Delhi.

The program must be based on experiential and peer learning for greatest impact. The mentoring component of the program should creatively use digital technology while developing mentoring tools to facilitate and sustain the interaction between mentors and mentees.

If needed, a recipient organization can partner with a local organization who they feel is an expert in the field of leadership development and/or developing structured mentoring programs. PAS must be informed in advance of any partner organizations/sub-recipients and will take the final decision in approving the same.

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The proposal should include all relevant administrative and logistical costs for developing the program content, organizing these workshops, and making the materials available to the participants.

PAS Delhi's Role

The recipient will be supported by PAS Delhi, in coordination with our four US Consulates, in the following manner:

- Selecting program locations.
- Determining participant selection criteria and selecting workshop participants.
- Sharing contact information of the selected participants with the recipient organization.
- Approving the program content and strategy, especially the mentoring strategy, and schedule of planned activities before it is finalized by the recipient organization.

A panel comprised of the U.S. Embassy staff will review each complete proposal received before the application deadline. Please note that selected proposals will have to complete additional forms and registration documents within twenty days of notification in order to receive funding.

Section III. Award Information

1. Funding Type and Amount: Grant or Cooperative Agreement

- Minimum ("Floor") Award Amount: \$140,000
- Maximum ("Ceiling") Award Amount: \$200,000

The U.S. Embassy New Delhi reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. Government, pending the availability of funds and approval of the designated grants officer.

2. Project and Budget Periods: Work on the program would begin immediately upon the time of award. The program content and schedule of activities would be finalized in consultation with PAS Delhi within two months of the receipt of award. The entire program from beginning to end should be completed in one year or less from the date of the signed agreement. The U.S. Embassy, New Delhi, will entertain applications for continuation grant agreements funded under these awards, within and beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Section IV. Basic Eligibility Information

1. Non-profit. The U.S. Embassy Delhi Public Affairs Section only accepts applications from non-governmental organizations and other legally-recognized non-profit institutions that meet U.S. and/or Indian technical and legal requirements.

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2. Proper and complete registrations and rights. Applicants must acquire all required registrations in the United States and India. All intellectual property considerations and rights must be fully met in the United States and India.

3. Additional requirements may apply if necessary.

Section V. Application Submission and Deadline

See the “How to Apply” section on Grants.gov (<http://www.grants.gov/web/grants/home.html>) for complete details on requirements, and note the following highlights:

1. Register. American and Indian organizations not registered with Grants.gov should register well in advance of the deadline. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers. To register with Grants.gov, organizations must first receive a DUNS number. Indian organizations must have registered and received a Foreign Contribution Regulation Act (FCRA) number from the Government of India. Recipients will also be required to register with the System for Award Management (SAM), <https://www.sam.gov>.

2. Submit proposal. Proposals must be submitted to Grants.gov; only applications from Grants.gov will be considered. Please send any queries to the following e-mail address: ND_GrantApplications@state.gov. The subject line of your e-mail should be as follows:

Applicant Organization name – NDRFP14-10 – Leadership and Mentoring Workshop for U.S. Exchange Alumni

Do not wait until the last minute to submit your application on Grants.gov. Applicants who have done so in the past and experienced technical difficulties were not able to meet the deadline. We recommend that organizations, particularly first-time applicants, submit applications via Grants.gov early to avoid last-minute technical difficulties that could result in an application not being considered.

If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling +1-800-518-4726 in the U.S.

Applications must be submitted by an Authorized Organization Representative (AOR) of the applicant organization. Having proposals submitted by agency headquarters helps to avoid possible technical problems. Non-AOR personnel submitting applications will be rejected in Grants.gov.

Pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs.

Applications are accepted in English only. Final grant agreements and any subsequent amendments will be concluded in English.

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3. Proposal plus SF-424. When submitting a proposal, applicants are required to fill out a detailed budget and the Federal Assistance Application Standard Form 424. In particular, please use the two following attachments: “U.S. EMBASSY NEW DELHI COOPERATIVE AGREEMENT - SUGGESTED APPLICATION FORMAT” and “SF-424.” While the cooperative agreement/grant proposal format is somewhat flexible, we recommend you use the template as a starting point, and add additional information as necessary. Please insert “*Applicant Organization name – NDRPF14-10: Leadership and Mentoring Program for U.S. Exchange Alumni?*” in the header, along with page numbers, on every page of your application.

At the minimum, your proposal should include:

- **Key personnel:** Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.
- **Description:** Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project.
- **Justification:** This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.
- **Activities:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.
- **Accomplishments, monitoring and evaluation, and sustainability:** Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.
- **Budget:** Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item “indirect costs” or “administrative overhead,” any figure you provide without a specific breakout will be returned for additional information or rejected. If your organization has an approved “Negotiated Indirect Cost Rate Agreement” or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated in Indian rupees (Indian applicants) or U.S. dollars (U.S. applicants). Please

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note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

Please also note that U.S. Embassy New Delhi grants CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad (i.e., out of India); trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses; infrastructure; or purely representational expenses.

Section VI. Review and Selection Process

1. Criteria. Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

2. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. A technical review panel will review the proposal and, based upon the criteria noted below, assess the general qualification. A qualitative determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are deemed to be the best fit will be given additional consideration. A proposal that is approved but not funded will be kept on file for one year should the panel wish to reconsider, or if additional resources become available.

3. Follow up notification. Organizations whose applications were not approved or funded will be notified in writing.

Section VII. Application Evaluation Criteria

1. Completeness of Proposal. The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above. (20 points)

2. Innovation. Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan, including the use of digital technology. (10 points)

3. Institutional and organizational capacity. The organization demonstrates expertise in organizing and managing this project, with subject matter expertise for both the form and the content of the conference. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (25 points)

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4. Budget and narrative justification. The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. (25 points)

5. Monitoring and evaluation. The proposal outlines in detail how program success and impact will be determined, and may include pre- and post-program analysis. (5 points)

6. Sustainability. The project builds capacity and demonstrates sustainable capacity-building between Indian and American organizations. The proposal describes how activities will be carried on after the grant program ends which may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training; planned meetings of program participants. (15 points)

Section VIII. Award Administration

1. Award notices: The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. The awardee is likely to interact mostly with a Grants Officer Representative (GOR).

2. Anticipated time to award: Applicants of successful proposals will generally be notified within 90 days after the submission deadline.

3. Reporting requirements: All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant will be specified in the award agreement.